

MINUTES

**REGULAR BOARD OF TRUSTEES
OF THE
MUSKOGEE TOURISM AUTHORITY
JANUARY 19, 2023**

The Board of Trustees of the Muskogee Tourism Authority met at 4:00 p.m., on Thursday, January 19, 2023, at 216 W. Okmulgee, Muskogee, Oklahoma, with Secretary/Treasurer Tracy Cole presiding.

Item 1: Roll call and recognize Citizens wishing to speak. (Tracy Cole, Secretary/Treasurer)

The meeting was called to order at 4:00 pm by Secretary/Treasurer Tracy Cole and the roll was called as follows:

Present: Secretary/Treasury Tracy Cole; Trustee Sharon Champlin; Trustee Mike Gragg; Trustee Mark Patel; Trustee Aanje Wilkerson, Trustee Traci McGee arrived at 4:06.

Absent: Chair Daniel Chepkaskas; Vice Chair Evelyn Hibbs; Trustee Tim Wheeler

Staff Present: Dr. Jerri Stoutermire, Chief Operating Officer; Jordyn Jorgeson, Tourism Director; Tammye Howell, Deputy Director of Tourism; John Tyler Hammons, Attorney; Angie O'Neal, Assistant to John Tyler Hammons; Jennifer Sweazy, City of Muskogee

Item 2: Consider approval of the December 8, 2022 meeting minutes, or take other necessary action. (Dr. Jerri Stoutermire)

Motion made by Trustee Aanje Wilkerson to approve the minutes as prepared, seconded by Trustee Mike Gragg.

AYE: Secretary/Treasury Tracy Cole; Trustee Sharon Champlin; Trustee Mike Gragg; Trustee Mark Patel; Trustee Aanje Wilkerson

NAY: None

OTHER: Chair Daniel Chepkaskas; Vice Chair Evelyn Hibbs; Trustee Traci McGee; Trustee Tim Wheeler

The Secretary/Treasurer declared the motion approved.

Trustee Traci McGee entered meeting at 4:06

Item 3: Consider approval of Muskogee Tourism Authority financials and claims for November and December 2022 or take other necessary action. (Dr. Jerri Stoutermire)

Trustee Mark Patel stated that he would like to have access to the financials at least one week prior to meetings to have more time to review. Dr. Jerri Stoutermire advised that a part time accountant has been hired to help with having financials in a timely manner. Trustee Mark Patel inquired about the amount paid to Oxford. Dr. Jerri Stoutermire advised that it served as incentive fee, voted by the board during last meeting, based on performance and what has been accomplished by staff. Trustee Mark Patel requested personnel expense breakdown, in which Dr. Jerri Stoutermire agreed, but Attorney John Tyler Hammons advised that each employee's deductions are confidential but could report the gross.

Trustee Mark Patel questioned why an attorney is present at the meetings. Dr. Jerri Stoutermire stated to keep correct order in meetings and for clarification for public trust. Trustee Mike Gragg added that the attorney's responsibility to keep board in line with Open Meetings Act.

Motion made by Trustee Mike Gragg to approve financials and claims, seconded by Trustee Traci McGee.

AYE: Secretary/Treasury Tracy Cole; Trustee Sharon Champlin; Trustee Mike Gragg; Trustee Aanje Wilkerson

NAY: Trustee Mark Patel

OTHER: Chair Daniel Chepkaskas; Vice Chair Evelyn Hibbs; Trustee Traci McGee; Trustee Tim Wheeler

The Secretary/Treasurer declared the motion approved.

Item 4: Consider an appointment to the Muskogee Tourism Authority's Tourism Advisory Committee or take other necessary action. (Dr. Jerri Stoutermire)

Dr. Jerri Stoutermire informed the Board that Sara Gile was recommended to the Advisory Committee. Trustee Mike Gragg asked if the re-appointment is allowed in which Attorney John Tyler Hammons advised that Resolution No. 2 stated no term limits.

Motion made by Trustee Traci McGee to approve appointment, seconded by Trustee Mike Gragg.

AYE: Secretary/Treasury Tracy Cole; Trustee Sharon Champlin; Trustee Mike Gragg; Trustee Aanje Wilkerson

NAY: Trustee Mark Patel

OTHER: Chair Daniel Chepkaskas; Vice Chair Evelyn Hibbs; Trustee Traci McGee; Trustee Tim Wheeler

The Secretary/Treasurer declared the motion approved.

Item 5: Receive reports from Oxford Productions, Inc. on the operation of the Visit Muskogee Tourism Program and the Roxy Theater. (Dr. Jerri Stoutermire)

Dr. Stoutermire discussed the Roxy events including the showing of the Tuskegee Airmen and appearance of Cuba Gooding, Jr. at the Roxy which resulted in a full house. Sponsorship information to be sent out for Oklahoma Movie Hall of Fame. The Oklahoma Incentive for Movie Makers was discussed along with clip from Gayle King's news report regarding the same. The NCAA tournament will be held March 8-11, 2023. Also discussed was the pause on the Civic Center partnership at this time. Grant Support Application for Bull Riding event on January 27 & 28, 2023 was received late. Discussion regarding event ensued resulting in a motion for approval and to award \$5000.00 money. Dr. Jerri Stoutermire and Jordyn Jorgeson discussed on education for application process.

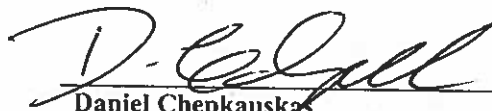
Tammye Howell discussed a few things that she is working on including Family Motor Coach Association's Southwest Rally interest in Hatbox. The FMCA has 73,000 members and this could be a multiple year contract.

A call for the question was made by Secretary Cole regarding the discussion related to the BRI Tournament. A Motion made by Trustee Traci McGee to approve the amount of \$5000.00 to be awarded to the BRI National Rodeo Tournament, seconded by Trustee Sharon Champlin.

AYE: Secretary/Treasury Tracy Cole; Trustee Sharon Champlin; Trustee Mike Gragg
NAY: Trustee Mark Patel; Trustee Aanje Wilkerson
OTHER: Chair Daniel Chepkasuskas; Vice Chair Evelyn Hibbs; Trustee Traci McGee; Trustee Tim Wheeler

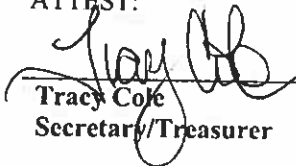
The Secretary/Treasurer declared the motion approved.

There being no other business before the Board of Trustees, the Chair declared the meeting adjourned at 4:42 pm.



Daniel Chepkasuskas
Chair

ATTEST:



Tracy Cole
Secretary/Treasurer

MINUTES

SPECIAL CALL BOARD OF TRUSTEES OF THE MUSKOGEE TOURISM AUTHORITY FEBRUARY 16, 2023

The Board of Trustees of the Muskogee Tourism Authority met in a Special Session at 4:00 p.m., on Thursday, February 16, 2023, at Muskogee Rougher Village located at 3200 E. Shawnee, Muskogee, Oklahoma, with Chairman Daniel Chepkauskas residing.

Item 1: Roll call and recognize Citizens wishing to speak. (Daniel Chepkauskas, Chairman)

The meeting was called to order at 4:00 pm by Chairman Daniel Chepkauskas and the roll was called as follows:

Present: Chair Daniel Chepkauskas; Vice Chair Evelyn Hibbs; Trustee Traci McGee; Trustee Mike Gragg;; Trustee Tim Wheeler; Trustee Aanje Wilkerson

Absent: Secretary/Treasury Tracy Cole; Trustee Sharon Champlin; Trustee Mark Patel

Staff Present: Dr. Jerri Stoutermire, Chief Operating Officer; John Tyler Hammons, Attorney; Angie O'Neal, Assistant to John Tyler Hammons

Item 2: Consider approval of Meeting Minutes of January 19, 2023, or take other necessary action. (Daniel Chepkauskas, Chairman)

Motion made by Trustee Aanje Wilkerson to approve the minutes as prepared, seconded by Trustee Mike Gragg.

AYE: Chair Daniel Chepkauskas; Vice Chair Evelyn Hibbs; Trustee Traci McGee; Trustee Mike Gragg;; Trustee Tim Wheeler; Trustee Aanje Wilkerson

NAY: None

OTHER: Secretary/Treasury Tracy Cole; Trustee Sharon Champlin; Trustee Mark Patel

The Chairman declared the motion approved.

Item 3: Consider approval of financials and claims for January 2023, or take other necessary action. (Daniel Chepkauskas, Chairman)

Motion made by Trustee Traci McGee to approve financials and claims, seconded by Vice Chair Evelyn Hibbs.

AYE: Chair Daniel Chepkauskas; Vice Chair Evelyn Hibbs; Trustee Traci McGee; Trustee Mike Gragg;; Trustee Tim Wheeler; Trustee Aanje Wilkerson

NAY: None

OTHER: Secretary/Treasury Tracy Cole; Trustee Sharon Champlin; Trustee Mark Patel

The Chairman declared the motion approved.

Trustee Mark Patel joined meeting at 4:05

Item 4: Introduce meeting host (Muskogee Public Schools – Rougher Village Arena) and receive report on facility and the upcoming NJCAA Regional Basketball tournament, or take other necessary action.

Dr. Jerri Stoutermire informed board of Superintendent Dr. Jarod Mendenhall got called away and will join meeting later. Dr. Jerri Stoutermire gave overview of Tournament Committee for the upcoming NJCAA tournament to be held March 8-11th, 2023. Muskogee Public Schools readying Rougher Village for a successful tournament and looking for sponsorship and assistance with tournament needs. She discussed ticket prices and sponsorship levels.

No action taken on this agenda item.

Item 5: Consider approval of the Advisory Committee’s recommendations for the Tourism Support Grant program or take other necessary action. (Daniel Chepkaukas, Chairman)

Dr. Jerri Stoutermire reported that the Advisory Committee recommendation included a \$500.00 Tourism Support grant for the Muskogee Regional Junior Livestock Show and a \$500.00 Tourism Support grant to the Bedouin Shrine Creole event. Also, the Advisory Committee recommended funding for a permanent plaque as requested by the Muskogee Regional Junior Livestock Show. Jami Speir was recognized and declared the Muskogee Regional Junior Livestock Show was not interested in the plaque funding at this time. Finally, Dr. Stoutermire recommended an event sponsorship of \$500.00 to Hilldale Robotics State Tournament and \$500.00 to Oklahoma Senior Games.

Motion made by Trustee Traci McGee to approve \$500.00 to the Muskogee Regional Junior Livestock Show, \$500.00 to the Bedouin Shrine Creole event, \$500.00 to Hilldale Robotics, and \$500.00 to Oklahoma Senior Games, seconded by Trustee Tim Wheeler

AYE: Chair Daniel Chepkaukas; Vice Chair Evelyn Hibbs; Trustee Traci McGee; Trustee Mike Gragg;; Trustee Tim Wheeler; Trustee Aanje Wilkerson; Trustee Mark Patel

NAY: None

OTHER: Secretary/Treasury Tracy Cole; Trustee Sharon Champlin;

The Chairman declared the motion approved.

Item 6: Receive reports from Oxford Productions, Inc., regarding the Visit Muskogee Tourism Program and the Roxy Theater or take other necessary action. (Daniel Chepkaukas, Chairman)

Dr. Jerri Stoutermire reported Bare-Poetry event on February 18, 2023 will be held at the Roxy. Tourism is hosting Bass Nation tournament in May. Working with Green Country Tourism on bus tours. Tammye Howell is will be Interim Director of Tourism. She also discussed by-laws allow for quarterly meetings, if the Board would like. Chairman Daniel Chepkasuskas asked if there are added cost to have meetings, Dr. Stoutermire said minimal mainly time and effort. Chairman asked if meeting schedule was changed would it fall in line with grant request process, in which Dr. Stoutermire replied that if needed we could have Special Call Meeting.

Motion made by Trustee Traci McGee to accept report as given, seconded by Trustee Tim Wheeler.

AYE: Chair Daniel Chepkasuskas; Vice Chair Evelyn Hibbs; Trustee Traci McGee; Trustee Mike Gragg;; Trustee Tim Wheeler; Trustee Aanje Wilkerson; Trustee Mark Patel

NAY: None

OTHER: Secretary/Treasury Tracy Cole; Trustee Sharon Champlin.

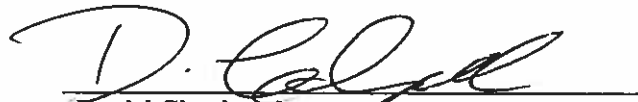
The Chairman declared the motion approved.

Dr. Jarod Mendenhall arrived at meeting and gave an overview of Rougher Village Project.

Board of Trustees then recessed at 4:27 for tour.

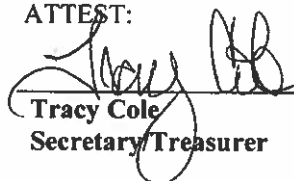
Dr. Mendenhall then gave a complete tour of the facility.

There being no other business before the Board of Trustees, the Chair declared the meeting adjourned at 4:54 pm.



Daniel Chepkasuskas
Chair

ATTEST:



Tracy Cole
Secretary/Treasurer

MINUTES

BOARD OF TRUSTEES OF THE MUSKOGEE TOURISM AUTHORITY APRIL 20, 2023

The Board of Trustees of the Muskogee Tourism Authority met in a Regular Session at 4:00 p.m., on Thursday, April 20, 2023, at Five Civilized Tribes Museum located at 101 Honor Heights Drive, Muskogee, Oklahoma, with Chairman Daniel Chepkauskas residing.

Item 1: Roll call and recognize Citizens wishing to speak. (Daniel Chepkauskas, Chairman)

The meeting was called to order at 4:01 pm by Chairman Daniel Chepkauskas and the roll was called as follows:

Present: Chair Daniel Chepkauskas; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Mark Patel; Trustee Aanje Wilkerson

Absent: Vice Chair Evelyn Hibbs; Trustee Sharon Champlin; Trustee Traci McGee; Trustee Tim Wheeler

Staff Present: Tammye Howell, Interim Director of Tourism; Avery Frix, President, Oxford Productions; John Tyler Hammons, Attorney; Angie O'Neal, Assistant to John Tyler Hammons

Item 5: Motion Made to consider Item 5 first due to visitors and speakers concerning this item.

Motion made by Chairman Daniel Chepkauskas and seconded by Trustee Aanje Wilkerson.

AYE: Chair Daniel Chepkauskas; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Mark Patel; Trustee Aanje Wilkerson

NAY: None

OTHER: Vice Chair Evelyn Hibbs; Trustee Sharon Champlin; Trustee Traci McGee; Trustee Tim Wheeler

The Chairman declared the motion approved.

(Item 5) Consider approval of the Advisory Committee's recommendations for the Tourism Support Grant program or take other necessary action. (Daniel Chepkauskas, Chairman)

Marsha Dixon of Muskogee Golf Club spoke to the Board about the upcoming APT Tournament to be held on May 15-20, 2023, at the Muskogee Golf Club. She spoke of the need for monetary support grant in the amount of \$10,000.00 rather than volunteers, media promotions. Robert Smith, representing the Exchange Club of Muskogee, also spoke of the need for monetary support in the

amount of \$5,000.00. Avery Frix informed the group that the Bull riding group has yet to respond to communication from Tourism and suggested putting the \$5,000.00 earmarked for their group to be repurposed for other grants. He informed the group that we are coming to the end of our fiscal year, therefore, the money requested by both is simply not available. Mr. Smith expressed frustration with the grant process, being that his application was not completed in a timely manner, and not adhering to the required acknowledgements.

After presentation of both guests the discussion of the board ensued with concern of event organizers expecting payment without going through proper application process. Different amounts were discussed for the granting of the applicants. Discussion also included the need to start cutting back on funds given each year to the same group so that new events would be encouraged.

Motion was made by Chairman Daniel Chepkas and seconded by Trustee Mark Patel to grant the following:

Three Rivers Museum	\$1,092.00
Oklahoma Music Hall of Fame	\$1,908.00
All Pro Tournament	\$1,000.00
Exchange Club	<u>\$1,000.00</u>
Total of Grants	\$5,000.00

AYE: Chair Daniel Chepkas; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Mark Patel; Trustee Aanje Wilkerson

NAY: None

OTHER: Vice Chair Evelyn Hibbs; Trustee Sharon Champlin; Trustee Traci McGee; Trustee Tim Wheeler

The Chairman declared the motion approved.

Item 2: Consider approval of Meeting Minutes of February 16, 2023, or take other necessary action. (Daniel Chepkas, Chairman)

Motion made by Secretary/Treasurer Tracy Cole to approve the minutes as prepared, seconded by Trustee Mike Gragg.

AYE: Chair Daniel Chepkas; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Mark Patel; Trustee Aanje Wilkerson

NAY: None

OTHER: Vice Chair Evelyn Hibbs; Trustee Sharon Champlin; Trustee Traci McGee; Trustee Tim Wheeler

The Chairman declared the motion approved.

Item 3: Consider approval of financials and claims for February and March 2023, or take other necessary action. (Daniel Chepkauskas, Chairman)

Motion made by Secretary/Treasurer Tracy Cole to approve financials and claims, seconded by Trustee Aanje Wilkerson.

AYE: Chair Daniel Chepkauskas; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Mark Patel; Trustee Aanje Wilkerson

NAY: None

OTHER: Vice Chair Evelyn Hibbs; Trustee Sharon Champlin; Trustee Traci McGee; Trustee Tim Wheeler

The Chairman declared the motion approved.

Item 4: Consider approval of the multi-year NJCAA Tournament Contract or take other necessary action. (Daniel Chepkauskas, Chairman)

Deputy Director Tammye Howell spoke of the success of the tournament held at Rougher Village and the financial impact it made in Muskogee. The contract secures the tournament to be held in Muskogee for the next four years.

Motion made by Chairman Daniel Chepkauskas to approve the four-year contract as presented, motion was seconded by Secretary/Treasurer Tracy Cole.

AYE: Chair Daniel Chepkauskas; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Mark Patel; Trustee Aanje Wilkerson

NAY: None

OTHER: Vice Chair Evelyn Hibbs; Trustee Sharon Champlin; Trustee Traci McGee; Trustee Tim Wheeler

The Chairman declared the motion approved.

Item 6: Receive reports from Oxford Productions, Inc., regarding the Visit Muskogee Tourism Program and the Roxy Theater or take other necessary action. (Daniel Chepkauskas, Chairman)

Avery Frix, President of Oxford Productions spoke of the flooding at the Roxy Theater and the plan for cleanup and maintenance. Barebones Festival will be held at the Roxy next week and visitors from around the country are expected to attend the festival. The Movie Hall of Fame Induction to be held at the Roxy on May 6, 2023.

Interim Director Tammye Howell presented copies of the Power Point given to Muskogee City Council of the highlights for the month. The plan for the Motor Coach Convention is still in place and the nomination for 2023 Red Bud Awards has been submitted.

No action taken.

Item 7: Consider appointment of Tammye Howell as Executive Director of Tourism or take other necessary action.

Avery Frix reported that Tammye Howell has been in the position of Interim Director and is best qualified to assume position of Executive Director of Tourism. Her strong background in sales and marketing made her a standout among other applicants, and he recommends hiring her for the position.

Motion made by Trustee Aanje Wilkerson to hire Tammye Howell as Executive Director of Tourism, seconded by Trustee Mike Gragg.

AYE: Chair Daniel Chepkaukas; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Mark Patel; Trustee Aanje Wilkerson

NAY: None

OTHER: Vice Chair Evelyn Hibbs; Trustee Sharon Champlin; Trustee Traci McGee; Trustee Tim Wheeler

The Chairman declared the motion approved.

Item 8: Thank and recognize host of MTA Board Meeting, Five Civilized Tribes Museum, and Director Sean Barney.

Museum Director Sean Barney gave an overview of the museum and the different events throughout the year. The Board was also invited for a tour of the museum.

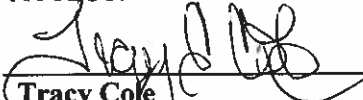
No action taken.

There being no other business before the Board of Trustees, the Chair declared the meeting adjourned at 5:07 pm.



Daniel Chepkaukas
Chair

ATTEST:



Tracy Cole
Secretary/Treasurer

MINUTES

BOARD OF TRUSTEES OF THE MUSKOGEE TOURISM AUTHORITY MAY 18, 2023

The Board of Trustees of the Muskogee Tourism Authority met in a Regular Session at 4:00 p.m., on Thursday, May 18, 2023, at Home 2 Suites by Hilton located at 2819 Military Boulevard, Muskogee, Oklahoma, with Chairman Daniel Chepkauskas residing.

Item 1: Roll call and recognize Citizens wishing to speak. (Daniel Chepkauskas, Chairman)

The meeting was called to order at 4:00 pm by Chairman Daniel Chepkauskas and the roll was called as follows:

Present: Chair Daniel Chepkauskas; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Mark Patel; Trustee Tim Wheeler

Absent: Vice Chair Evelyn Hibbs; Trustee Sharon Champlin; Trustee Traci McGee; Trustee Aanje Wilkerson

Staff Present: Tammye Howell, Executive Director of Tourism; Avery Frix, President, Oxford Productions; John Tyler Hammons, Attorney; Angie O'Neal, Assistant to John Tyler Hammons

Trustee Traci McGee entered meeting at 4:01

Item 5: Motion Made to consider Item 5 first due to visitors and speakers concerning this item.

Motion made by Chairman Daniel Chepkauskas and seconded by Trustee Mike Gragg.

AYE: Chair Daniel Chepkauskas; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Mark Patel; Trustee Tim Wheeler

NAY: None

OTHER: Vice Chair Evelyn Hibbs; Trustee Sharon Champlin; Trustee Aanje Wilkerson

The Chairman declared the motion approved.

(Item 5) Consider approval of Event Sponsorship grant for Cruis'n Angels Car Club or take other necessary action. (Daniel Chepkauskas, Chairman)

Mr. Gary Thomas of the Cruis'n Angels Car Club spoke of the Car Show's 25th Anniversary to be held the following Saturday, May 20, 2023 at Hatbox. The 2022 show featured 140 cars and raised \$9,000 and was split between three local charities.

After the presentation, Trustee Patel noted that the application date was April 3, 2022 and was not presented to the Advisory Committee. Executive Director Tammy Howell explained that due to the amount being below \$500.00 that the grant request comes straight to the Board for approval. She also explained that no applications were submitted for May.

Motion was made by Trustee Tim Wheeler and seconded by Secretary/Treasurer Tracy Cole to grant the request for the Cruis'n Angels Car Show.

AYE: Chair Daniel Chepkasuskas; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Mark Patel; Trustee Tim Wheeler

NAY: None

OTHER: Vice Chair Evelyn Hibbs; Trustee Sharon Champlin; Trustee Aanje Wilkerson

The Chairman declared the motion approved.

Item 2: Consider approval of Meeting Minutes of April 20, 2023, or take other necessary action. (Daniel Chepkasuskas, Chairman)

Motion made by Chairman Daniel Chepkasuskas to approve the minutes as prepared, seconded by Trustee Traci McGee.

AYE: Chair Daniel Chepkasuskas; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Mark Patel; Trustee Tim Wheeler

NAY: None

OTHER: Vice Chair Evelyn Hibbs; Trustee Sharon Champlin; Trustee Aanje Wilkerson

The Chairman declared the motion approved.

Item 3: Consider approval of financials and claims for April 2023, or take other necessary action. (Daniel Chepkasuskas, Chairman)

Motion made by Trustee Traci McGee approve financials and claims, seconded by Trustee Mike Gragg.

AYE: Chair Daniel Chepkasuskas; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Mark Patel; Trustee Tim Wheeler

NAY: None

OTHER: Vice Chair Evelyn Hibbs; Trustee Sharon Champlin; Trustee Aanje Wilkerson

The Chairman declared the motion approved.

Item 4: Receive report from Oxford Productions Inc on the operation of the Visit Muskogee Tourism and Roxy Theater.

Avery Frix reported the Roxy's Movie Hall of Fame held on May 6, 2023 was a success, hosting people from all over the U.S. Tammye Howell gave report on the recent BASS Nation Fishing Tournament.

Item 6: Thank and recognize host of MTA Board Meeting, Home 2 Suites by Hilton, Mary Jane Perry, and Heather Cain.

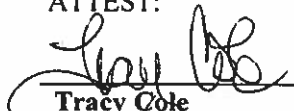
No action taken.

There being no other business before the Board of Trustees, the Chair declared the meeting adjourned at 4:23 pm.



Daniel Chepkauskas
Chair

ATTEST:



Tracy Cole
Secretary/Treasurer

**MINUTES OF SPECIAL CALL
BOARD OF TRUSTEES OF THE
MUSKOGEE TOURISM AUTHORITY
JUNE 6, 2023**

The Board of Trustees of the Muskogee Tourism Authority met in a Special Call Meeting at 11:30 a.m., on Tuesday, June 6, 2023, at Muskogee Tourism Office, 216 W. Broadway, Muskogee, Oklahoma, with Vice-Chairman Evelyn Hibbs residing.

Item 1: Roll call and recognize Citizens wishing to speak. (Evelyn Hibbs, Vice-Chairman)

The meeting was called to order at 11:43 am by Vice-Chairman Evelyn Hibbs and the roll was called as follows:

Present: Vice Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Aanje Wilkerson

Absent: Chair Daniel Chepkauskas; Trustee Sharon Champlin; Trustee Mark Patel; Trustee Tim Wheeler

Staff Present: Tammye Howell, Executive Director of Tourism; Avery Frix, President, Oxford Productions; John Tyler Hammons, Attorney; Angie O'Neal, Assistant to John Tyler Hammons

Item 2: Discuss and consider approval of budget for July 2023-June 2024, or take other necessary action. (Evelyn Hibbs, Vice-Chair)

Staff members Avery Frix and Tammye Howell discussed the new budget is broken down into line items for annual events. Staff indicated they were requesting approval for the updated budget copy, which includes funding for PHA Shriner Event and Tourism Information Center. Emphasis will be placed on marketing, new event development, tours, branding and tourism awards. Discussion ensued by Board and Staff that we need seed money to bring in new events instead of past practices of giving money to same events each year. We need a cap of \$5,000 to repeat events, since their events have many other sponsors each year. The group spoke of grant partnerships and the need for new events. Requiring a post event report to receive the send half of funding was agreed on by all.

Motion made by Trustee Traci McGee to approve the updated budget as presented, seconded by Trustee Mike Gragg.

AYE: Vice Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Aanje Wilkerson

NAY: None

OTHER: Chair Daniel Chepkauskas; Trustee Sharon Champlin; Trustee Mark Patel; Trustee Tim Wheeler

The Chairman declared the motion approved.

Item 3: Consider authorizing Staff to make determinations for Event Sponsorship Grant Applications up to \$500.00 or take other necessary action. (Evelyn Hibbs, Vice-Chair)

Staff informed the Board that the application process will be the same but gives Staff the authority to approve event sponsorship applications where the requested amount is \$500 and below.

Motion made by Trustee Aanje Wilkerson for Staff to approve applications below \$500.00, seconded by Trustee Mike Gragg.

AYE: Vice Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Aanje Wilkerson

NAY: None

OTHER: Chair Daniel Chepkas; Trustee Sharon Champlin; Trustee Mark Patel; Trustee Tim Wheeler

The Chairman declared the motion approved.

Item 4: Review regular meeting schedule for the remainder of the year (2023) and consider adding, cancelling, or modifying time of meetings, or take other necessary action. (Evelyn Hibbs, Vice-Chair)

Staff informed the Board that the Advisory Committee meetings have been moved to quarterly meetings. Discussion of the Board also moving to quarterly meetings and the ability of the Board to host a Special Call Meeting if the need arises for a meeting in between newly scheduled meeting.

Motion made by Trustee Aanje Wilkerson to move to quarterly meetings the first month of each quarter, seconded by Trustee Traci McGee.

AYE: Vice Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Aanje Wilkerson

NAY: None

OTHER: Chair Daniel Chepkas; Trustee Sharon Champlin; Trustee Mark Patel; Trustee Tim Wheeler

The Chairman declared the motion approved.

Item 6: Authorize Morse and Co. to perform audit for the Muskogee Tourism Authority for the period of July 1, 2022 – June 30, 2023, or take other necessary action.

Avery Frix presented an engagement letter from Morse and Co to perform the audit for the 2022-2023 fiscal year.

Motion made by Trustee Mike Gragg for approval of services by Morse & Co., seconded by Trustee Traci McGee.

AYE: Vice Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Aanje Wilkerson

NAY: None

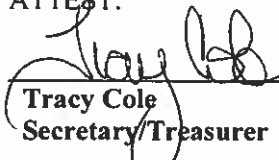
OTHER: Chair Daniel Chepkuskas; Trustee Sharon Champlin; Trustee Mark Patel; Trustee Tim Wheeler

The Chairman declared the motion approved.

There being no other business before the Board of Trustees, the Chair declared the meeting adjourned at 12:16 pm.


Evelyn Hibbs, Vice-Chair

ATTEST:


Tracy Cole
Secretary/Treasurer

**MINUTES
BOARD OF TRUSTEES OF THE
MUSKOGEE TOURISM AUTHORITY
JULY 20, 2023**

The Board of Trustees of the Muskogee Tourism Authority met 4:00 p.m., on Thursday, July 20, 2023, at Muskogee Tourism Office, 216 W. Broadway, Muskogee, Oklahoma, with Chairman Daniel Chepkauskas residing.

Item 1: Roll call and recognize Citizens wishing to speak. **(Daniel Chepkauskas, Chairman)**

The meeting was called to order at 4:00 by Chairman Daniel Chepkauskas and the roll was called as follows:

Present: Chair Daniel Chepkauskas; Vice Chair Evelyn Hibbs; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler

Absent: Secretary/Treasury Tracy Cole; Trustee Sharon Champlin; Trustee Mark Patel; Trustee Aanje Wilkerson

Staff Present: Tammye Howell, Executive Director of Tourism; Mike Miller, City Manager; John Tyler Hammons, Attorney; Angie O'Neal, Assistant to John Tyler Hammons

Item 5: Motion Made to consider Item 5 first due to visitors and speakers concerning this item.

Motion made by Chairman Daniel Chepkauskas, seconded by Trustee Traci McGee.

AYE: Chair Daniel Chepkauskas; Vice Chair Evelyn Hibbs; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler

NAY: None

OTHER: Secretary/Treasury Tracy Cole; Trustee Sharon Champlin; Trustee Mark Patel; Trustee Aanje Wilkerson

The Chairman declared the motion approved.

(Item 5) Consider approval from the Advisory Committee for the following grants:

- a. Okie Raceway
- b. 3rd Street Area Celebration
- c. The Community Light Foundation

Jeff Lee, representative for the Okie Raceway, discussed the event to be held September for the fourth year. He spoke of the money associated with the event, and last year's event brought approximately 25 overnight stays in Muskogee hotels. Their request is for \$4,975.00 from MTA.

Vanessa Desmuke, representative for the 3rd Street Area Celebration, discussed plans for the event happening over Labor Day weekend in September. The last event held in 2017 had approximately 1,000 visitors. This year they will have a block of rooms reserved at Best Western. Their request is for \$3,500.00 to \$5,000.00.

No one was present to represent the Community Light Foundation grant request. Executive Director Tammye Howell discussed details of the grant application and associated costs. This organization has not received any prior funding through MTA. Shiron Ray informed board of the Advisory Committee's discussion and provided more information on the project named Black Towns of Oklahoma Bike Tour to be held September 23, 2023. Their request is for \$3,000.00.

After discussion of the Board, and following the recommendations of the Advisory Committee, the following was decided:

- A. Okie Raceway did not follow all procedures for the previous grants received. Trustee Traci McGee would like a notarized letter to go to organizers to explain that all steps must be completed to receive any future grants.

Motion made by Chairman Daniel Chepkauskas to approve grant of \$750.00 as recommended by the Advisory Committee, motion was seconded by Trustee Traci McGee.

AYE: Chair Daniel Chepkauskas; Vice Chair Evelyn Hibbs; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler

NAY: None

OTHER: Secretary/Treasury Tracy Cole; Trustee Sharon Champlin; Trustee Mark Patel; Trustee Aanje Wilkerson

The Chairman declared the motion approved.

- B. 3rd Street Area Celebration did not complete all procedures for previous grants received. Incomplete financials and incomplete reports, along with lack of funds in budget were reason Advisory Committee recommended \$750.00.

Motion made by Chairman Daniel Chepkauskas to approve grant of \$750.00 as recommended by the Advisory Committee, motion was seconded by Trustee Traci McGee.

AYE: Chair Daniel Chepkauskas; Vice Chair Evelyn Hibbs; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler

NAY: None

OTHER: Secretary/Treasury Tracy Cole; Trustee Sharon Champlin; Trustee Mark Patel; Trustee Aanje Wilkerson

The Chairman declared the motion approved.

- C. The Community Light Foundation is first time grant applicant and has approximately 200 riders for the two day event. Advisory Committee recommends \$1,500.00 due to limited funds.

Motion made by Trustee Traci McGee to approve grant of \$1,500.00 as recommended by the Advisory Committee, motion was seconded by Chairman Daniel Chepkauskas.

AYE: Chair Daniel Chepkauskas; Vice Chair Evelyn Hibbs; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler

NAY: None

OTHER: Secretary/Treasury Tracy Cole; Trustee Sharon Champlin; Trustee Mark Patel; Trustee Aanje Wilkerson

The Chairman declared the motion approved.

- Item 2: Consider approval of Meeting Minutes of May 2023 and June 2023, or take other necessary action. (Daniel Chepkauskas, Chairman)**

Motion made by Trustee Traci McGee to approve the minutes as prepared, seconded by Trustee Mike Gragg.

AYE: Chair Daniel Chepkauskas; Vice Chair Evelyn Hibbs; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler

NAY: None

OTHER: Secretary/Treasury Tracy Cole; Trustee Sharon Champlin; Trustee Mark Patel; Trustee Aanje Wilkerson

The Chairman declared the motion approved.

- Item 3: Consider approval of financials and claims for May 2023 and June 2023, or take other necessary action. (Daniel Chepkauskas, Chairman)**

Motion made by Chairman Daniel Chepkauskas to approve financials and claims, seconded by Trustee Traci McGee.

AYE: Chair Daniel Chepkauskas; Vice Chair Evelyn Hibbs; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler

NAY: None

OTHER: Secretary/Treasury Tracy Cole; Trustee Sharon Champlin; Trustee Mark Patel; Trustee Aanje Wilkerson

The Chairman declared the motion approved.

Item 4: Receive report from Oxford Productions Inc on the operation of the Visit Muskogee Tourism and Roxy Theater.

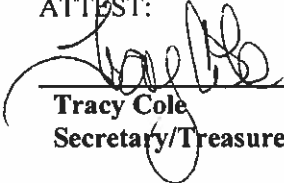
Executive Director Tammye Howell gave report on Annual Tourism Awards to be held on August 3, 2023 at MLT showcasing Beauty and the Beast. The Christmas Campaign is in planning stages. The Balloon Festival is set for August 25-27, we have secured the NJCCA venue, and the plans for the RV Convention are moving forward. Discussion of the Roxy events and the water issues have been resolved.

There being no other business before the Board of Trustees, the Chair declared the meeting adjourned at 5:00 pm.



Daniel Chepkauskas, Chairman

ATTEST:



Tracy Cole
Secretary/Treasurer

MINUTES BOARD OF TRUSTEES OF THE MUSKOGEE TOURISM AUTHORITY

September 5th, 2023

The Board of Trustee of the Muskogee Tourism Authority met in a Special Call Session at 4:30 p.m. at the Muskogee Tourism Authority office located at 216 W. Okmulgee Ave.

Item 1.

Roll Call and recognize members wishing to speak by Daniel Chepkaukas, Chairman. The meeting was called to order at 4:30 p.m. by Chairman Daniel Chepkaukas. Roll was called as follows:

Present: Chair Daniel Chepkaukas; Trustee Tim Wheeler, Trustee Ange Wilkerson, Trustee Mark Patel, Trustee Patrick Cale; Trustee Traci McGee

Absent: Secretary Tracy Cole; Trustee Evelyn Hibbs, Trustee Mike Gragg

Staff Present: Tammye Howell, Executive Director of Tourism, Avery Frix, President of Oxford Productions, Tyler Hammons (by phone)

Announcements: Avery Frix-Welcome Mr. Patrick Cale to the Board

Item 2.

Discuss monthly Board Meetings, instead of quarterly and take appropriate action.


Recommendation from Mr. Hammons to table vote until next quarterly meeting in order to fulfill majority vote quorum requirements.

Daniel Chepkaukas Chairman-Motion to Table, and specifically state the next agenda item to vote to move quarterly meetings back to monthly until the next Board Meeting on October 19th, 2023.

Motion Carried.

Meeting Adjourned at 4:58 p.m.


Chairman


Secretary/Treasurer

**MINUTES
BOARD OF TRUSTEES OF THE
MUSKOGEE TOURISM AUTHORITY
OCTOBER 19, 2023**

The Board of Trustees of the Muskogee Tourism Authority met at 4:00 p.m., on Thursday, October 19, 2023, at Muskogee Tourism Office, 216 W. Broadway, Muskogee, Oklahoma, with Chairman Daniel Chepkauskas residing.

Item 1: Roll call and recognize Citizens wishing to speak. (Daniel Chepkauskas, Chairman)

The meeting was called to order at 4:00 by Chairman Daniel Chepkauskas and the roll was called as follows:

Present: Chair Daniel Chepkauskas; Vice Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Patrick Cale; Trustee Mike Gragg; Trustee Traci McGee; Trustee Mark Patel; Trustee Tim Wheeler; Trustee Aanje Wilkerson

Absent: All present

Staff Present: Tammye Howell, Executive Director of Tourism; John Tyler Hammons, Attorney; Angie O'Neal, Assistant to John Tyler Hammons

Item 7: Motion Made to consider Item 7 first due to visitors and speakers concerning this item.

Motion made by Vice Chair Evelyn Hibbs, seconded by Trustee Aanje Wilkerson.

AYE: Chair Daniel Chepkauskas; Vice Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Patrick Cale; Trustee Mike Gragg; Trustee Traci McGee; Trustee Mark Patel; Trustee Tim Wheeler; Trustee Aanje Wilkerson

NAY: None

OTHER: None

The Chairman declared the motion approved.

(Item 7) Consider approval of the Advisory Committee recommendations for Tourism Support Grants or take other necessary action:

- a. Sweet 16 Motor Cross
- b. Black Light Poetry Contest
- c. Bedouin Shrine Circus

Brady Ross, representative for Sweet 16 Motor Cross, discussed the event to be held the following weekend. Due to cancellation of venue, Muskogee was chosen to host this Championship Tournament. The expected attendance is 500-600 entries. Room blocks at local hotels for race. Kids enter free of charge. He will

make an application to continue to have tournament in Muskogee. Their request is for \$10,000.00 from MTA.

Doyle Rowland was present to represent Black Light Poetry Contest event to be held November 18, 2023 at the MLK Center. Previous grants in 2020 and 2022. The request was for \$5,000.00.

No one was present to represent the Bedouin Shrine Circus. Executive Director Tammye Howell discussed details of the grant application and associated costs. Their request is for \$10,000.00.

After discussion of the Board, and following the recommendations of the Advisory Committee, the following was decided:

- A. Sweet 16 Motor Cross is a two-to-three-day event requiring overnight stays. This is an opportunity to have a returning event. The Advisory Committee's recommendation was \$2,500.00.

Motion made by Trustee Traci McGee to approve grant of \$2,500.00 as recommended by the Advisory Committee, motion was seconded by Trustee Mark Patel.

AYE: Chair Daniel Chepkuskas; Vice Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Patrick Cale; Trustee Mike Gragg; Trustee Traci McGee; Trustee Mark Patel; Trustee Tim Wheeler; Trustee Aanje Wilkerson

NAY: None

OTHER: None

The Chairman declared the motion approved.

- B. The Black Light Poetry Contest is a fairly new event bringing a new diverse crowd to Muskogee. The Advisory Committee recommended \$1,000.00.

Motion made by Trustee Traci McGee to approve grant of \$1,000.00 as recommended by the Advisory Committee, motion was seconded by Trustee Aanje Wilkerson.

AYE: Chair Daniel Chepkuskas; Vice Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Patrick Cale; Trustee Mike Gragg; Trustee Traci McGee; Trustee Mark Patel; Trustee Tim Wheeler; Trustee Aanje Wilkerson

NAY: None

OTHER: None

The Chairman declared the motion approved.

- C. The Bedouin Shrine Circus is a well-established event for Muskogee. The Advisory Committee recommends \$500.00 due to limited funds.

Motion made by Vice Chair Evelyn Hibbs to approve grant of \$500.00 as recommended by the Advisory Committee, motion was seconded by Trustee Mike Gragg.

AYE: Chair Daniel Chepkaskas; Vice Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Patrick Cale; Trustee Mike Gragg; Trustee Traci McGee; Trustee Mark Patel; Trustee Tim Wheeler; Trustee Aanje Wilkerson

NAY: None

OTHER: None

The Chairman declared the motion approved.

Item 2: Consider approval of Meeting Minutes of July 2023, August 2023, and September 2023, or take other necessary action. (Daniel Chepkaskas, Chairman)

Motion made by Vice Chair Evelyn Hibbs to approve the minutes as prepared, seconded by Trustee Traci McGee.

AYE: Chair Daniel Chepkaskas; Vice Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Patrick Cale; Trustee Mike Gragg; Trustee Traci McGee; Trustee Mark Patel; Trustee Tim Wheeler; Trustee Aanje Wilkerson

NAY: None

OTHER: None

The Chairman declared the motion approved.

Item 3: Consider approval of financials and claims for July 2023, August 2023, and September 2023, or take other necessary action. (Daniel Chepkaskas, Chairman)

Discussion of needing monthly meeting financials at least a week before the quarterly meeting to prepare for meetings.

Motion made by Chairman Daniel Chepkaskas to approve financials and claims, seconded by Secretary/Treasurer Tracy Cole.

AYE: Chair Daniel Chepkaskas; Vice Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Patrick Cale; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson

NAY: Trustee Mark Patel

OTHER: None

The Chairman declared the motion approved.

Item 4: Consider approval of revised engagement letter with Morse and Co. for audit or take other necessary action.

Attorney John Tyler Hammons discussed the agreement. The agreement reads to produce audit by October 2023, which is just approximately two weeks away. The cost of \$10,000 is excessive and the due date is October 31, 2023. Trustee Patrick Cale moved to table item due to the revisions needed.

No action taken.

Item 5: Consider discussion regarding quarterly meeting versus monthly meeting or take other necessary action.

Discussion of the need the need of a monthly meeting. The Advisory Committee also now meets quarterly. Special Call meetings are always an option if needed.

Motion made by Patick Cale to meet quarterly, seconded by Trustee Aanje Wilkerson.

AYE: Chair Daniel Chepkauskas; Vice Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Patrick Cale; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson

NAY: Trustee Mark Patel

OTHER: None

The Chairman declared the motion approved.

Trustee Mark Patel left the meeting to take a call.

Item 6: Consider approval of a budget amendment, changing the line item “Event Development Fair” to “Event Development Air Show”, or take other necessary action.

Motion made by Patick Cale to amend budget, seconded by Trustee Mike Gragg.

AYE: Chair Daniel Chepkauskas; Vice Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Patrick Cale; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson

NAY: None

OTHER: Trustee Mark Patel

The Chairman declared the motion approved.

Item 8: Receive report from Oxford Productions Inc on the operation of the Visit Muskogee Tourism and Roxy Theater.

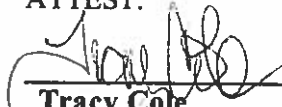
Executive Director Tammye Howell gave a report on the RFP's being worked on by MTA. She discussed all the activities going on in Muskogee during November and December. The NJCAA signed a four-year agreement to have a tournament in Muskogee. The B.A.S.S. Nation Regional Tournament signed a contract for the 2024 tournament. The drainage project in front of the Roxy Theater is complete in time for the upcoming events.

There being no other business before the Board of Trustees, the Chair declared the meeting adjourned at 5:05 pm.



Daniel Chepkauskas, Chairman

ATTEST:



Tracy Cole
Secretary/Treasurer